

City of Chattanooga, TN
Personnel Class Specification

Class code 0543

FLSA: Non-Exempt

CLASSIFICATION TITLE: ZONING INSPECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to administer zoning regulations by inspecting/investigating property for compliance with zoning and land use codes/ordinances.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administers all zoning regulations; interprets and enforces the provisions of zoning ordinances, land use codes, flood plain regulations, and other applicable local, state, and federal codes, ordinances, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Meets with property owners, tenants, contractors, developers, architects, neighborhood associations, and other individuals regarding potential zoning problems.

Provides information and technical assistance relating to zoning and land use issues; explains proper procedures for variances to prospective applicants; advises developer and property owners of special permit requirements; provides technical information regarding variances and special permits.

Responds to complaints and questions concerning potential code violations and code enforcement issues; investigates complaints, researches problems, and initiates problem resolution.

Inspects proposed development sites for compliance with zoning requirements; takes measurements to verify property size, building size, proper setbacks, and other requirements; conducts follow-up inspections as needed to verify compliance with orders.

Investigates history of property for legal non-conforming uses; maintains records of legal non-conforming uses.

Issues citations for zoning violations; attends court hearings for prosecution of code violators.

Coordinates zoning requirements with other codes officials; coordinates with regional planning agency to maintain zoning regulation changes; coordinates flood plain management with Engineering and Storm Water departments.

Attends variance board meetings.

Prepares or completes various forms, reports, correspondence, logs, activity reports, complaint reports, correction notices, citations, or other documents.

Receives various forms, reports, correspondence, complaint forms, zoning ordinance amendments, conditional zonings, zoning maps, codes, ordinances, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains records of all investigations and work activities; maintains updated files of regulations and regulatory changes.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, database, e-mail, or other software programs.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, city officials, attorneys, property owners, tenants, landlords, contractors, developers, architects, neighborhood associations, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates and maintains a motor vehicle to conduct inspections and other work activities.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in zoning/land use codes or code enforcement; supplemented by three (3) years previous experience and/or training that includes code enforcement or property inspection; or any equivalent combination of education, training, and experience

which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, machinery, electric currents, traffic hazards, or violence.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.